

# CALIFORNIA SCHOOLS

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## STATE DEPARTMENT OF EDUCATION

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## **EDUCATIONAL PROGRAM OF THE STATE DEPARTMENT OF EDUCATION**

The August number of CALIFORNIA SCHOOLS will contain the first of a series of articles the purpose of which will be to discuss in detail the various phases of a state program of education. Obviously the program to be presented can be made effective only in so far as it enlists the sympathetic cooperation of all school people in California. The State Department of Education solicits your active participation in the development of such a program.



*Superintendent of Public Instruction.*

# Interpretations of School Law

## Attorney General's Opinions

### DISTRICT

#### **Elections.**

The term "heads of families" as used in School Code section 2.850 includes the following:

1. Married men regardless of whether they have children.
2. Widows who have children.
3. Bachelors who by reason of family obligations are providing for the support, education and upbringing of children who constitute a part of their homes. (A. G. O. 7145, June 6, 1930.)

#### **Location of Schoolhouses.**

The location of public school buildings within a municipality is subject to the zoning ordinances of such municipality. (A. G. O. 7149, June 9, 1930.)

#### **Voting Privilege.**

Qualified electors residing in territory which is part of a city high school district governed by a board of education are entitled to vote at elections held for the purpose of electing members of the said board of education. (A. G. O. 7170, July 2, 1930.)

## Appellate Court Decisions

### DISTRICT

#### **Salaries.**

Teachers' salaries are to be paid at monthly intervals and the payments must be consecutive under the plan of payment contemplated by Political Code section 1609, *second*. (School Code sections 5.740-5.749.)

A governing board can not pay a salary directly to a teacher in 12 equal payments. The board must pay the teacher at the end of each month of the school term his salary for that month plus an amount equal to the quotient resulting from the division of the amount withheld from the teacher prior to the opening of school by the number of months in the school term.

This construction is the result of the application of the proviso that "a person in a position requiring certification qualifications who serves less than a full school year is entitled to receive as salary only an amount that bears the same ratio to the established annual salary for such position as the time he serves bears to the annual school term." (School Code section 5.744.)

*(Dupuy vs. Board of Education of San Francisco, 62 C. A. D. 659.  
289 Pac. 684) 106 Cal App 533*

## Announcements

### **SUPERINTENDENTS CONVENTION**

The annual convention of Public School Superintendents for California will be held at Lake Tahoe during the week of September 29–October 3. The rates and reservations will be announced in the August number of CALIFORNIA SCHOOLS.

### **TEACHERS INSTITUTES**

The California State Department of Education is very much interested in teachers institutes. During the school year 1930–31 we shall be glad to cooperate with superintendents in the matter of program arrangements and speakers from the staff of the State Department or to assist in securing other speakers when desired.

A communication addressed to the State Department will place the entire staff at the service of local superintendents. We shall be pleased to hold ourselves entirely at the call of local groups in the matter of institute meetings.

### **LIST OF HIGH SCHOOL TEXTBOOKS**

A new edition of BULLETIN No. M-3, LIST OF HIGH SCHOOL TEXTBOOKS, will be published in August. Under the present law this bulletin is issued annually. The most recent edition was published in July, 1929.

### **CHANGES IN ADMISSION REQUIREMENTS TO SCHOOLS OF NURSING**

The California State Board of Public Health has recently raised the requirement for admission to schools of nursing to high school graduation or an educational equivalent to become effective January 1, 1931.

It is believed that this change in the admission requirement will affect very few schools inasmuch as the majority of them have for some time been requiring such educational preparation of young women entering schools of nursing.

## For Your Information

### **VACATION TIME CAN BE CHARACTER TIME FOR FRESNO BOYS AND GIRLS**

This is the title of a booklet addressed "To the parents of Fresno children" which describes the cooperation of the Fresno Council of Parent-Teacher Associations, the city schools, the Boyology Club, the Boy Scouts of America—Sequoia Council, the Y. M. C. A. and the Y. W. C. A., to make available during the summer vacation under conditions of intelligent direction and safety to the children of that community the advantages of the educational, character building, and citizenship training which are provided by the Boy Scouts, the city playgrounds, the Y. M. C. A., the Y. W. C. A., the library and the summer school.

This is a most commendable project which has for its aim the increasing of facilities for the health, excellence, and happiness of children.

### **THE EDISON SCHOLARSHIP CANDIDATE**

Noel Edmund Porter, 1905 Broadway, San Francisco, has been selected as the California representative to go to West Orange, New Jersey, to compete with representatives of other states for the Thomas A. Edison scholarship on July 30.

Other candidates according to rank were Henry John Bruman, Los Angeles; Sam Alderson, Sacramento; Stanley Edward Johnson, San Francisco; and Leonard Schaub, Visalia.

### **CALIFORNIA REAL ESTATE MAGAZINE**

The California Real Estate Association wishes to place copies of the state growth and progress number of the **CALIFORNIA REAL ESTATE MAGAZINE** in each high school of the state. This number contains 400 pages of information in regard to land values, taxation, insurance, budgeting, comprehensive statistics on each county and the leading cities, and a signed article from the governors of the western states. The magazine is used by libraries as a reference book on California and its resources. Bound copies may be obtained for \$1.50 by writing Mr. Glenn D. Willaman, 1204 W. M. Garland Building, 117 West Ninth street, Los Angeles, California.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

The following should be substituted for section XIII C of the rules and regulations of the State Board of Education as it appears on page 403 of the SCHOOL CODE of California, 1929:

**Requirements for Graduation.****TOTAL CREDITS**

C. The total number of credits which shall be required of all students for graduation from high school shall be not less than 170, including ten credits for health and physical education; *provided*, that for students completing the ninth grade in a junior high school the total requirement for graduation shall be a total of not less than 120 credits completed in grades 10, 11, and 12 of a senior high school or a four-year high school; *and provided*, that for students completing the tenth grade in a junior high school the total requirement for graduation shall be a total of not less than 80 credits completed in grades 11 and 12 of a senior high school or a four-year high school.

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We suggest that the above amendment to section XIII C of the rules and regulations of the State Board of Education and also the amendments presented on pages 114 and 115 of the May number of CALIFORNIA SCHOOLS be cut out and pasted in your volume of the SCHOOL CODE. Additional copies of these two numbers of CALIFORNIA SCHOOLS may be had upon request.

## Placement of New Teachers in California, 1929-30

California's public school system required the services of 2806 new elementary and secondary school teachers during the year 1929-30. Of the total number of new teachers, 1722 or 61.4 per cent were placed in elementary schools. Secondary schools, including junior and senior high schools as well as district junior colleges, placed 1084 or 38.6 per cent of the new teachers.

A study of the placement of these teachers in grades and fields of instruction as well as by types of schools is presented in the seven tables which follow. It supplements the data presented in "The Supply and Demand of Teachers in California, 1928-30," which appeared in the June issue of CALIFORNIA SCHOOLS.

The basic data of the study were taken from the official records on file in the Division of Teacher Training and Certification of the State Department of Education. City and county school directories were consulted for information relative to the number of grades taught and the number of fields of instruction in which new teachers were placed.

The study deals exclusively with teachers who have had no previous teaching experience and out-of-state teachers who were serving their first year of employment in California during 1929-30. The first group comprises 2,156 or 76.8 per cent, while the latter group consists of 650 or 23.2 per cent of the total number of new teachers.

These data should be of interest and possibly of real value to school administrators faced with the problem of teacher-assignment. Directors of teacher training institutions should likewise find them helpful in planning curricula for student-teachers.

TABLE No. 1

Number of Grades Taught by New Elementary School Teachers,<sup>1</sup> 1929-30

Number of grades taught	New elementary teachers	
	Number	Per cent
Kindergarten	73	
First	85	
Second	75	
Third	62	
Fourth	57	
Fifth	55	
Sixth	54	
Seventh	22	
Eighth	14	
Total one grade	497	28.9
Kindergarten and first	5	
First and second	34	
Second and third	15	
Third and fourth	35	
Fourth and fifth	14	
Sixth and seventh	6	
Seventh and eighth	12	
Total two grades	121	7.0
First, second and third	13	
Third, fourth and fifth	10	
Fourth, fifth and sixth	9	
Sixth, seventh and eighth	6	
Total three grades	38	2.2
First, second, third and fourth	44	
Third, fourth, fifth and sixth	2	
Fourth, fifth, sixth and seventh	2	
Fifth, sixth, seventh and eighth	15	
Total four grades	63	3.7
All grades	180	10.4
Substitutes	106	6.2
Departmental work	172	10.0
Adjustment work	30	1.7
Unclassified <sup>2</sup>	515	29.9
Totals	1,722	100.0

<sup>1</sup> Includes teachers who have not taught previous to 1929-30 and out-of-state teachers serving their first year of employment in California.

<sup>2</sup> Teachers not listed in city and county directories of teachers.

TABLE No. 2

Distribution of New Secondary School Teachers,<sup>1</sup> by Number of Fields of Instruction and by Type of Secondary School, 1929-30

Number of fields of instruction	Junior high school		High school		District junior college		Total	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
One field	146	67.3	464	57.0	38	71.7	648	59.8
Two fields	32	14.7	135	16.6	8	15.1	175	16.1
Three fields	1	.5	31	3.8			32	3.0
Four fields			8	1.0			8	.7
Five fields			1	.1			1	.1
Unclassified	38	17.5	175	21.5	7	13.2	220	20.3
Totals	217	100.0	814	100.0	53	100.0	1,084	100.0

<sup>1</sup> Includes teachers who have not taught previous to 1929-30 and out-of-state teachers serving their first year of employment in California.

<sup>2</sup> Teachers not listed in city and county directories of teachers.

TABLE No. 3

Distribution of New Secondary School Teachers,<sup>1</sup> Assigned to Teach in One Field of Instruction, by Type of Secondary School, 1929-30

Field of instruction	Junior high school	High school	District junior college	Total
Agriculture	2	14		16
Art	12	17	3	32
Commercial subjects	1	67	4	72
Education			1	1
English	21	78	5	104
Foreign Languages	10	22	4	36
Home Making	11	23	2	36
Mathematics	21	8	4	33
Music	14	45	2	61
Physical Education	19	65	4	88
Sciences	8	33	5	46
Social Studies	8	32	4	44
Vocational Subjects	19	60		79
Totals	146	464	38	648

<sup>1</sup> Includes teachers who have not taught previous to 1929-30 and out-of-state teachers serving their first year of employment in California.

TABLE No. 4

Distribution of New Secondary School Teachers,<sup>1</sup> Assigned to Teach in Two Fields of Instruction, by Type of Secondary School, 1929-30

Fields of instruction	Junior high school	High school	District junior college	Total
Art and Home Making		1		1
Art and Vocational Subjects			1	1
Commercial Subjects and Foreign Languages	1	4		5
Commercial Subjects and Home Making		2		2
Commercial Subjects and Music		1		1
English and Foreign Languages	3	11		14
English and Social Studies	5	9		14
English and Physical Education	1	6		7
English and Commercial Subjects		4		4
English and Mathematics	3	4		7
English and Library		3		3
English and Music	1	2	2	5
English and Science		1		1
English and Home Making		1		1
English and Art			1	1
Mathematics and Vocational Subjects	1	4		5
Mathematics and Art		3		3
Mathematics and Home Making		1		1
Mathematics and Mechanical Drawing		1		1
Mathematics and Music		1		1
Mathematics and Commercial Subjects	2	1		3
Mathematics and Foreign Languages	1			1
Mechanical Drawing and Vocational Subjects		2		2
Mechanical Drawing and Agriculture		2		2
Mechanical Drawing and Art		1		1
Physical Education and Social Studies	1	8		9
Physical Education and Science	1	8	1	10
Physical Education and Mathematics		6		6
Physical Education and Foreign Languages		5		5
Physical Education and Commercial Subjects		1		1
Physical Education and Home Making		1		1
Physical Education and Vocational Subjects	1	1		2
Physical Education and Art		1		1
Physical Education and Mechanical Drawing		1		1
Psychology and Philosophy			1	1
Science and Mathematics	3	12		15
Science and Social Studies	1	5		6
Science and Agriculture		2		2
Science and Foreign Languages		2		2
Science and Art		1	1	2
Science and Vocational Subjects		1		1
Science and Home Making	1			1
Social Studies and Foreign Languages	2	7		9
Social Studies and Commerce		4		4
Social Studies and Mathematics	3	3		6
Social Studies and Vocational Subjects			1	1
Social Studies and Visual Education	1			1
Totals	32	134	8	174

<sup>1</sup> Includes teachers who have not taught previous to 1929-30 and out-of-state teachers serving their first year of employment in California.

TABLE No. 5

**Distribution of New Secondary School Teachers,<sup>1</sup> Assigned to Teach in Three Fields of Instruction<sup>2</sup> by Type of Secondary Schools, 1929-30**

Fields of instruction	Junior high school	High school	Total
Art, Music and Commercial Subjects		1	1
English, Physical Education and Foreign Languages		2	2
English, Physical Education and Mathematics		1	1
English, Physical Education and Music		1	1
English, Social Studies and Mathematics		2	2
English, Social Studies and Commercial Subjects		1	1
English, Social Studies and Foreign Languages		1	1
English, Social Studies and Library		1	1
English, Social Studies and Music		1	1
English, Foreign Languages and Home Making	1	1	2
English, Art and Mechanical Drawing		1	1
Foreign Languages, Art and Home Making		1	1
Physical Education, Science and Mathematics		4	4
Physical Education, Social Studies and Foreign Languages		2	2
Physical Education, Foreign Languages and Music		1	1
Physical Education, Music and Library		1	1
Physical Education, Science and Social Studies		1	1
Physical Education, Music and Home Making		1	1
Physical Education, Mechanical Drawing and Vocational Subjects		1	1
Physical Education, Commercial Subjects and Home Making		1	1
Social Studies, Mathematics and Commerce		1	1
Social Studies, Mathematics and Foreign Languages		1	1
Social Studies, Mathematics and Science		1	1
Social Studies, Foreign Languages and Home Making		1	1
Social Studies, Sciences and Home Making		1	1
Totals	1	31	32

<sup>1</sup> Includes teachers who have not taught previous to 1929-30 and out-of-state teachers serving their first year of employment in California.

<sup>2</sup> No junior college teacher was assigned to teach in three fields of instruction during 1929-30.

TABLE No. 6

**Distribution of New High School Teachers,<sup>1</sup> Assigned to Teach in Four Fields of Instruction,<sup>2</sup> 1929-30**

Fields of instruction	High school
English, Social Studies, Foreign Languages and Music	1
English, Social Studies, Mathematics and Commerce	1
English, Mathematics, Language and Home Making	1
Physical Education, Social Studies, Foreign Languages and Mechanical Drawing	1
Physical Education, Mathematics, Science, and Commercial Subjects	1
Physical Education, Mathematics, Science and Vocational Subjects	1
Physical Education, Foreign Languages, Commercial Subjects and Home Making	1
Social Studies, Science, Mathematics and Vocational Subjects	1
Total	8

<sup>1</sup> Includes teachers who have not taught previous to 1929-30 and out-of-state teachers serving their first year of employment in California.

<sup>2</sup> No junior high school or junior college teacher was assigned to teach in four fields of instruction during 1929-30.

TABLE No. 7

**Distribution of New High School Teachers,<sup>1</sup> Assigned to Teach in Five Fields of Instruction,<sup>2</sup> 1929-30**

Fields of instruction	High school
Physical Education, Mathematics, Vocational Subjects, Commerce and Art	1
Total	1

<sup>1</sup> Includes teachers who have not taught previous to 1929-30 and out-of-state teachers serving their first year of employment in California.

<sup>2</sup> No junior high school or junior college teacher was assigned to teach in five fields of instruction during 1929-30.

# Legal Calendar for Public School Officials

## JULY AND AUGUST

### July

Calendar date	Date fixed by statute	Person or body affected	Act required	Authority	Check here the dates affecting you
1930	1931				
July 1	July 1	All persons.	School year begins.	S. C. 3.22	
July 1	July 1	Governing boards of all school districts.	Last day to make annual report to county superintendent of schools.	S. C. 2.988	
July 1	July 1	County boards of education.	Last day to prescribe courses of study for elementary schools of county not under city boards of education.	S. C. 3.770	
July 1	July 1	First day of July following date of contract.	Contracts with elementary school districts for education of pupils become effective.	S. C. 3.156	
July 1	July 1	Governing boards of elementary school districts.	Contracts with state teachers college for education of pupils of district become effective.	S. C. 3.164	
July 1	July 1	Governing boards of school districts, county boards of supervisors.	First day of fiscal year upon which temporary transfers of county funds to districts may be made.	S. C. 4.290	
July 1	July 1	County Superintendent of Schools.	Transfer funds of elementary district uniting to form a union or joint union district to the union or joint union district.	S. C. 4.501	
July 1	July 1	First day of July after formation of a union or joint union district.	Must furnish to State Board of Education names and number of elementary textbooks published by him during preceding month and number in course of publication.	S. C. 6.284	
July 1	July 1	On first day of month.	Meet and organize.	S. C. 2.1270	
		State Printer.			
		County boards of education.			
		First meeting subsequent to first day of July.			
July 4	July 4	All persons.	All schools must close.	S. C. 3.90	
July 5	July 5	Governing boards of junior college districts.	Last day to make and file with county superintendent of schools estimates of amounts needed for maintenance for current school year.	S. C. 4.600	

## July—Continued

Calendar date	Date fixed by statute	Person or body affected	Act required	Authority	Check here the dates affecting you
1930	1931				
July 5.....	July 5.....	On or before fifth day of succeeding month.	Superintendent of Public Instruction.	Last day to report to State Controller numbers of elementary books sold and amount received, for preceding month. Last day to pay money received into state treasury.	S. C. 6,296
July 5.....	July 5.....	At least 15 days before the twentieth day of July.	Governing boards of elementary school districts.	Last day to make and submit to county superintendent of schools estimates of amounts needed for maintenance during school year.	S. C. 4,482
July 7.....	July 6.....	First Monday in July.....	State Controller.....	Report condition of state school fund to Superintendent of Public Instruction.	S. C. 4,11
July 7.....	July 6.....	First Monday in July.....	State Controller.....	Report condition of state high school fund to Superintendent of Public Instruction.	S. C. 4,40
July 7.....	July 6.....	First Monday in July.....	State Controller.....	Report condition of state junior college fund to Superintendent of Public Instruction.	S. C. 4,55
July 10.....	July 10.....	On or before July 10.....	Governing boards of elementary school districts.	Last day to submit estimate of funds needed for building purposes.	S. C. 4,460
July 10.....	July 10.....	On or before July 10.....	Visiting teachers of handicapped children.	Last day to make report to county superintendent of schools.	S. C. 3,635
July 10.....	July 10.....	Not later than tenth day of July.	Governing boards of all school districts.	Last day to resubmit district budgets to county superintendent.	S. C. 4,365
July 10.....	July 10.....	On or before tenth day of each month.	County clerk.....	Last day to furnish to county superintendents of schools names of persons who filed declaration of intention to become citizens during preceding month.	S. C. 3,560
July 14.....	July 14.....	Prior to fifteenth day of July.....	Governing boards of any school district.	Last day to call election to vote tax for additional school facilities.	S. C. 4,410
July 15.....	July 15.....	On or before July 15 next before termination of lease or other arrangement.	Governing boards of junior college districts leasing temporary quarters.	Last day to make another arrangement for temporary quarters or to make and file with county board or boards of supervisors and county auditor or auditors estimate of funds needed for permanent quarters.	S. C. 4,591
July 15.....	July 15.....	On or before fifteenth day of July next before termination of lease or other arrangement.	County superintendent.....	Last day, upon failure of governing board of junior college district so to do, to make estimate of funds needed for permanent quarters by junior college districts occupying temporary quarters.	S. C. 4,592

July 21**	July 20.....	On the twentieth day of July - - - - -	Governing boards of all school districts and county superintendents.	Must file estimates required with county auditor - - - - -	Pol. C. 3714
July 21***	July 20.....	On or before twentieth day of July.	Governing boards of high school districts.	Last day to file with county superintendent estimate of amount expended during preceding school year for textbooks for pupils not residing in the high school district.	S. C. 6,388
July 21.....	July 20.....	On or before twentieth day of July next succeeding formation of district.	Governing boards of junior college districts.	Last day to file with county board of supervisors estimate of funds needed for permanent quarters.	S. C. 4,590
July 21**	July 20.....	Not later than twentieth day of July.	County superintendent - - - - -	Last day to file district budgets with county board of supervisors and county auditor.	S. C. 4,306
July 21**	July 20.....	On or before the twentieth day of July.	County superintendent - - - - -	Last day to furnish estimate to county board of supervisors and county auditor of needs of county elementary school fund.	S. C. 4,160
July 21**	July 20.....	On or before twentieth day of July.	County superintendent - - - - -	Last day to furnish estimate to county board of supervisors and county auditor of needs of county high school fund.	S. C. 4,250
July 21**	July 20.....	On or before twentieth day of July.	County superintendent - - - - -	Last day to file with county superintendent of schools of adjoining county report of high school pupils attending school in his county but residing in the latter.	S. C. 3,322
July 21**	July 20.....	On or before twentieth day of July.	County superintendent - - - - -	Last day to make annual report of schools to Superintendent of Public Instruction and county superintendent of schools.	S. C. 2,1220
July 21**	July 20.....	On or before twentieth day of July.	County superintendent - - - - -	Last day to make annual report of high schools to Superintendent of Public Instruction.	S. C. 2,1221
July 21**	July 20.....	At time of making report of elementary schools.	County superintendent - - - - -	Last day to make annual report of junior colleges to Superintendent of Public Instruction.	S. C. 2,1222
July 21**	July 20.....	At time of making report of high schools.	County superintendent - - - - -	Last day to certify to county board of supervisors and county auditor the cost of educating during preceding school year, junior college pupils residing in county and not in any junior college district.	S. C. 4,630
July 21**	July 20.....	Not later than twentieth day of July.	County superintendent of county wherein there is no county junior college.	Last day to make order establishing kindergartens - - - - -	S. C. 3,111
July 31.....	July 31.....	Between the first day of June and the first day of August.	Governing boards of elementary school districts.	Last day to annex unattached elementary districts to high school districts.	S. C. 2,500
July 31**	July 31.....	Not later than July thirty-first.	County board of supervisors - - - - -	Must secure names and addresses of all persons declaring intention of becoming citizens.	S. C. 3,561
***	***	Monthly - - - - -	County superintendent of schools in counties in which are United States district courts.		

## July—Continued

Calendar date	Date fixed by statute	Person or body affected	Act required	Authority	Check here the dates affecting you
1930	1931	County superintendent	Must report to county boards of supervisors all elementary districts having an average daily attendance of less than 5.	S. C. 2.170	
****	****	First meeting in July of county board of supervisors.	Must report to county board of supervisors all districts forming part of union or joint union elementary district which have average daily attendance of less than 5.	S. C. 2.280	
****	****	First meeting in July of county board of supervisors.	May ask county board of supervisors to lapse suspended elementary districts.	S. C. 2.182	
****	****	First meeting of county board of supervisors in July.	May ask county board of supervisors to lapse suspended district forming part of union or joint union elementary district.	S. C. 2.280	
****	****	First meeting of county board of supervisors in July.	Must give notice to districts of intent to ask for suspension of district.	S. C. 2.170	
***	***	Any time in July	Must give notice to all suspended districts of intent to ask for lapsing thereof.	S. C. 2.182	
***	***	Any time in July	Must grade all schools in county and keep a record thereof	S. C. 2.1209	
***	***	In the month of July			

\* Each county board of education determines the dates of its meetings (S. C. 2.1280).

\*\* In 1930, July 20 falls on a Sunday. The act required to be done thereon may be performed on the first business day following (Pol. C. 13).

\*\*\* No date is specified.

\*\*\*\* Each county board of supervisors fixes the dates of its meetings (Pol. C. 4034).

## August

August 1 -	August 1 -	Not later than first day of August	County superintendent-----	Last day to report to Superintendent of Public Instruction the number of teachers allowed county for purpose of apportionment of state school fund.	S. C. 4.775
August 1 -	August 1 -	On or before the first day of August.	Governing boards of every school district.	Last day to prepare and file for public inspection financial statement of district for preceding fiscal year.	S. C. 4.380
August 1 -	August 1 -	On first day of month -----	State Printer-----	Must furnish to State Board of Education names and number of elementary text books published by him during preceding month and number in courses of publication.	S. C. 6.284
August 5 -	August 5 -	On or before fifth day of succeeding month.	Superintendent of Public Instruction.	Last day to report to State Controller numbers of elementary books sold and amount received, for preceding month. Last day to pay money received therefor into state treasury.	S. C. 6.296
August 9* -	August 10 -	On or before tenth day of each month.	County clerk-----	Last day to furnish to county superintendents of schools, names of persons who filed declaration of intention to become citizens during preceding month.	S. C. 3.360
August 11** -	August 10 -	Between tenth day of August and first day of September.	State Controller-----	Must estimate amount to be transferred to state high school fund-----	S. C. 4.30
August 18*** -	August 17 -	Fifteen days prior to first day of month in which county boards of supervisors must levy county taxes.	Governing boards of elementary school districts.	Last day to submit estimate of money needed for maintenance of kindergartens in district.	S. C. 4.440
August 18*** -	August 17 -	Fifteen days before the first day of month in which county boards of supervisors must levy county taxes.	Governing boards of all high school districts.	Last day to submit estimate of money needed for maintenance of high schools in district.	S. C. 4.540
August 31 -	August 31 -	Between tenth day of August and first day of September.	State Controller-----	Last day to estimate amount to be transferred to state high school fund.	S. C. 4.30
****	****	Monthly -----	County superintendent of schools in counties in which are United States district courts.	Must secure names and addresses of all persons declaring intention of becoming citizens.	S. C. 3.361
****	****	In the month of August -----	County superintendent-----	Make transfer in accordance with law from maintenance funds of districts to unapportioned school funds of county.	S. C. 4.771
****	****	First meeting of county board of supervisors in August.	County superintendent-----	Must report to county board of supervisors elementary schools having an average daily attendance of less than 5.	S. C. 2.170

## August—Continued

Calendar date	Date fixed by statute	Person or body affected	Act required	Authority	Check here the dates affecting you
1930	1931				
*****	*****	First meeting of county board of supervisors in August.	County superintendent.-----	Must report to county board of supervisors districts composing a union or joint union school district having an average daily attendance of less than 5.	S. C. 2,280
*****	*****	First meeting of county board of supervisors in August.	County superintendent.-----	May ask county board of supervisors to lapse suspended elementary districts.	S. C. 2,182
*****	*****	First meeting of county board of supervisors in August.	County superintendent.-----	May ask county board of supervisors to lapse suspended districts forming part of a union or joint union elementary district.	S. C. 2,280

\* In 1930, August 10 falls on Sunday. Last day for act is preceding business day.

\*\* In 1930, August 10 falls on a Sunday. Act may be done on next succeeding business day (Pol. C. 13).

\*\*\* In 1930, the fifteenth day prior to September 1st falls upon a Sunday. County taxes are levied in September (Pol. C. 3714).

\*\*\*\* No date is specified.

\*\*\*\*\* Each county board of supervisors fixes the dates of its meetings (Pol. C. 4034).

# List of Available Publications of the California State Department of Education

## A. DIVISION OF ADULT EDUCATION New Series—None

### Old Series

Bulletin number	Title of publication	Date of publication	No. of pages	Price
----	English Pronunciation for Foreigners-----	1924	35	free
5-D	Book I: Lessons in Oral English for Classes of Beginners—Women (reprint)-----	1930	45	\$0.10
5-D	Book II: Oral English for Foreign Women-----	1927	31	.10
5-E	Lessons in Oral English for Beginners in Rural Schools -----	1924	38	.10
5-F	Series I: Little Journeys in California. Lessons in English for Intermediate Students (reprint)-----	1927	28	.10
5-H	A Drill Book in English Structure for Foreigners in Evening School (reprint)-----	1930	44	.10
5-J	Letter Writing and Written Composition for High Intermediate and Advanced Foreign Students (reprint) -----	1929	32	.10
5-K	Some American Customs, Business Ways and Business Men for Intermediate and Advanced Classes of Foreign Students (reprint)-----	1929	31	.10
5-L	Civic Lessons for Intermediate Students (reprint)-----	1930	36	.10
5-M	A Supplementary Reader for Women's Classes. Buying and Budgets and A Holiday Series-----	1930	29	.10
5-N	Home Lessons (Health and First Aid) for Women's Classes. A Supplementary Reader for Women's Classes (reprint)-----	1930	24	.10
5-O	Short Plays for Foreign Students in Evening Schools -----	1929	34	.10
5-P	Suggestions for An Evening School Newspaper for Foreign Students and Teachers of Foreign Students -----	1929	25	.10
5-X	Helps for Teachers in Migratory Schools-----	1927	143	.10
----	Community Exchange Bulletin (quarterly). Per year -----	----	----	1.00

## B. DIVISION OF RURAL EDUCATION

### New Series

B-1	A Suggestive Course of Study in Industrial Art for Rural Schools-----	1930	62	.05
B-2	A Tentative Course of Study in Music for Rural Schools -----	1928	64	.10
B-3	Reference and Procedure for Supervisors of Child Welfare and School Attendance-----	1930	60	.50

### Old Series

----	Answers to Some Pertinent Questions Regarding the Vocational Agricultural Program-----	1927	3	free
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**C. DIVISION OF CITY SECONDARY SCHOOLS**  
**New Series**

Bulletin number	Title of publication	Date of publication	No. of pages	Price
C-2	The California Plan for Vocational Education—Federal and State Aided Instruction in Home Making for Girls and Women (reprint-revised)-----	1929	28	free
C-7	Reading List for Junior High Schools (reprint)-----	1928	35	free
C-8	The California Plan of Vocational Education—Teacher-Training Course in Home Making for Experienced Home Makers-----	1929	7	free
<b>Old Series</b>				
29	Suggested Outline for a Four-Year Course in English for California Secondary Schools-----	1926	28	free
----	A New Opportunity for the Disabled (reprint-revised) -----	1930	4	free

**D. DIVISION OF SPECIAL EDUCATION**  
**New Series**

D-1	Analysis of State Laws Governing the Education of Physically Handicapped Children (reprint-revised) -----	1929	8	free
D-2	Report of an Experiment in Nutrition at the California School for the Blind (reprint)-----	1929	35	free
<b>Old Series—None</b>				

**E. DIVISION OF HEALTH AND PHYSICAL EDUCATION**  
**New Series—None**

<b>Old Series</b>				
32	Special Physical Training Activities for Secondary Schools -----	1927	12	free
----	Manual in Health Supervision and Instruction for the Elementary Schools of the State of California -----	1929	37	free
----	Manual of Physical Education Activities for Elementary Schools (free to elementary teachers) -----	1929	386	\$1.25
----	School Vision Charts (reprint)-----	1930	---	free
----	Health and Development Report Cards for Elementary Schools (reprint)-----	1928	---	free

**F. STATE BOARD OF EDUCATION**  
**New Series—None**

<b>Old Series</b>				
----	Excerpts from the School Code of the State of California, Part IV, Retirement of Teachers (reprint-revised) -----	1929	15	free
----	Circular of Information Regarding Teachers' Retirement Salary Law. Edition of 1930 (reprint-revised) -----	1930	20	free
----	Report of the California Public School Teachers' Retirement Salary Commission (reprint)-----	1929	64	free
----	List of Teachers Exempt from Salary Deductions. Edition of 1928 (reprint-revised)-----	1928	64	free
----	List of Teachers Confidential Personal Reports filed in 1919-----	1925	306	free
----	List of Teachers Confidential Personal Reports filed in 1925-1926-----	1926	335	free
----	List of Teachers Confidential Personal Reports filed in 1926-1927-----	1927	67	free
----	List of Teachers Confidential Personal Reports filed in 1927-1928-----	1928	62	free
----	List of Teachers Confidential Personal Reports filed in 1928-1929-----	1929	57	free

## G. THE DIRECTOR OF EDUCATION

Bulletin number	Title of publication	Date of publication	No. of pages	Price
<b>General</b>				
---	Biennial Report, California State Department of Education, 1926-28.			
	Part I—General Report-----	1929	352	free
	Part II—Statistical Report-----	1929	516	free
---	School Code of California (free to county and city superintendents) -----	1929	575	\$0.50

**New Series**

G-2	California State Department of Education (revised-in print)-----	1930	---	free
G-3	The Junior College in California-----	1928	48	free
G-4	Handbook on Continuation Education-----	1930	56	free

**Old Series**

---	The Story of Jedediah Smith Who Blazed the Overland Trail to California (reprint)-----	1930	8	free
6	A Forest Fire Prevention Manual for the School Children of California-----	1922	31	free

## H. DIVISION OF TEACHER TRAINING AND CERTIFICATION

**New Series**

H-2	Regulations Governing the Granting of State Teachers' Credentials and County Certificates in California (reprint)-----	1928	67	free
H-2	Supplement to Bulletin No. H-2 Regulations Governing the Granting of Special State Teachers' Credentials in California-----	1930	12	free

**Old Series—None**

## J. DIVISION OF RESEARCH AND STATISTICS

**New Series**

J-1	Directory of California Secondary Schools as of October 1, 1929-----	1930	50	free
J-2	Statistics of California City School Districts, 1927-28 -----	1930	74	free
---	Bulletin of Explanation of Charts-----	1930	13	free
---	Chart 1 Educational Statistics of Elementary Schools (22 inches by 29 inches)-----	1930	----	.35
---	Chart 2 Financial Statistics of Elementary Schools (22 inches by 29 inches)-----	1930	----	.35
---	Chart 3 Educational Statistics of High Schools (22 inches by 45 inches)-----	1930	----	.35
---	Chart 4 Financial Statistics of High Schools (22 inches by 29 inches)-----	1930	----	.35
J-3	California Junior College Mental-Educational Survey (in print)-----	1930	60	free

**Old Series**

R-1	Analysis of Current Expenditures for Secondary Schools, 1925-26-----	1927	23	free
---	Some Statistics of Junior High Schools in California -----	1926	9	free

## K. DIVISION OF SCHOOLHOUSE PLANNING

## New Series

Bulletin number	Title of publication	Date of publication	No. of pages	Price
K-1	Standards for Sanitary Fixtures in Public Schools	1930	19	\$0.15
K-2	Standards for Public School Sites (in print)-----	1930	15	.15
K-3	The Type, Design, Installation and Care of Blackboards (in print)-----	1930	10	.15

## Old Series

20	The Landscape Improvement of Rural School Grounds -----	1917	52	free
----	School Grounds, their Design and Development---	1922	36	free

## L. DIVISION OF LIBRARIES

(Available on application to the State Library)

## General

----	Biennial Report of the California State Library, 1928 (reprint)-----	1929	19	free
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## New Series—None

## Old Series

----	California County Free Libraries: Your County Your Responsibility-----	1926	21	free
----	California County Free Library Law (reprint-revised) -----	1925	24	free
----	California County Free Library Service to Schools (reprint revised) -----	1924	38	free
----	Circular of Information for Applicants for Certificates of Qualification to Hold the Office of County Librarian in California (reprint-revised)-----	1928	13	free
----	Handbook of Information for the Use of Members of the California Legislature (reprint-revised)-----	1929	55	free
----	Library Laws of California (reprint-revised)-----	1925	151	free
----	Books for the Blind Department (Reprinted from News Notes of California Libraries, January, 1930) -----	1930	17	free
----	News Notes of California Libraries. Quarterly. (Free distribution to all libraries in California, and to the larger libraries in the U. S., and to certain foreign libraries.)-----	-----	-----	-----

## M. DIVISION OF PUBLICATIONS AND TEXTBOOKS

## New Series

M-3	List of High School Textbooks (reprint-revised)-----	1929	12	free
M-4	Information Regarding the Listing and Adoption of High School Textbooks in California-----	1929	8	free

## Old Series—None

## CALIFORNIA STATE HISTORICAL ASSOCIATION

----	California History Nugget. Monthly, October to May. To nonmembers per year-----	-----	1.50
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